



**POLICY #:** 02-003  
**POLICY NAME:** Outside Activity

**EFFECTIVE DATE:** December 9, 2002  
**REVISION DATE:** April 24, 2014

**APPROVED BY:** Luis A. Sanchez, M.D.  
Executive Director & Chief Medical Examiner

The Harris County Institute of Forensic Sciences (“HCIFS”) requires employees to obtain approval for outside activities (“Outside Activity”), including outside employment. For the purpose of this policy, **Outside Activity** means **any good, service, labor or advice other than for, or on behalf of, the Harris County Institute of Forensic Sciences and with or without the intent of earning compensation, honorarium, or anything else of value**. Outside Activity differs from Tours, Lectures, and Seminars Activity in that the activity is not performed on Harris County time and does not utilize Harris County resources.

Outside Activity includes, but is not limited to employment, lectures, outside appearances, speeches, seminars, and certain training events. “Outside Employment” shall include working for any other employer as well as any work performed as self-employment, as a paid consultant and/or work for a publishing company authoring or editing any type of written materials including but not limited to books, articles, chapters or pamphlets, including publication on an internet website or e-book while also employed by the HCIFS.

It is imperative that permission be requested and granted before commencement of an Outside Activity. All Outside Activity requests require Division Head approval and review by Legal Counsel. If Legal Counsel determines a conflict of interest exists, the Executive Director & Chief Medical Examiner will review the Outside Activity request to determine if the request should be granted or denied.

To obtain permission, a completed Outside Activity Request Form must be submitted to the Division Head for approval. Once approved by the Division Head, the request must be submitted to the Legal Executive Assistant for tracking and record management.

Outside Activity will not be granted and/or may be revoked if:

1. A conflict of interest arises with the employee's HCIFS work performed including required overtime or compensatory work. Employee's work for Harris County must take priority over Outside Activity (*See Policy #: 96-007*).
2. Work for an outside employer takes place during assigned duty hours with Harris County.
3. There is use by the employee of county equipment, material, or facilities while working for an outside employer (*See Section 6 of the Harris County Personnel Regulations*). This is strictly prohibited.
4. The outside employment is with another Harris County agency and the employee has not been granted permission by both agencies and approved by Commissioner's Court for "Joint Employment" (*See Section 7.06 of the Harris County Personnel Regulations*).

An approval for Outside Activity is effective for up to 6 months. Upon expiration of the activity, a new request must be submitted. Failure to properly disclose Outside Activity or adhere to this policy may lead to disciplinary action, up to and including termination.

If an employee currently has Outside Activity which has not been properly approved in writing, that employee must immediately request permission as outlined in this policy.

LAS/kr

Attachments: Outside Activity Request Form



## Outside Activity Request Form

In accordance with Policy #02-003, all employees considering outside activities or employment ("Outside Activity") are required to complete the following request form and obtain departmental approval. An approval is effective for up to 6 months.

1. Outside Activity/Employer: \_\_\_\_\_

2. Address and Telephone Number of Outside Activity/Employer: \_\_\_\_\_  
\_\_\_\_\_

3. Detailed Description of Outside Activity (including role and responsibilities): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Scheduled Appearance(s) and Total Expected Hours: \_\_\_\_\_  
\_\_\_\_\_

5. Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

6. Will you be compensated? ☐ Yes ☐ No

7. Description of any knowledge or skills obtained or received from the HCIFS that will be used in the performance of this Outside Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Division Head Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Legal Counsel Review:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Executive Director &  
Chief M.E. Approval\*:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*\*Only necessary when referred by Legal Counsel*